

Sarah Hull Hallock Free Library
Milton, NY

**Meeting Space Policy
2021 Update**

Community Room Policy

The Board of Trustees allows the use of the community room by institutions, groups and associations for civic, educational, informational, or cultural purposes. The Community Room may not be used for religious services. All meetings must be free and open to all members of the public and primarily presented or co-sponsored by the Library, or by non-for-profit groups or agencies. Only Library sponsored or co-sponsored meetings or programs may involve sale of items or services, fund-raising activities, or solicitation of donations.

The Community Room Rules and Conditions

Except as a designation of location, the name of the Library may not be used in any publicity relating to the use of the Community Room.

An application form with the group or organization contact information must be filled out prior to reserving the community room and approved by the Director. The form must be signed by the individual responsible for the meeting. Each group or organization should contact the circulation desk to obtain a key to the Community Room. A \$5 deposit is required for the temporary use of the key. The key is to be returned to the Library.

Attendance may not exceed the maximum room capacity (70). Light refreshments may be served. Alcohol is prohibited.

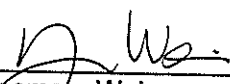
All groups or organization shall provide their own equipment supplies, materials, etc., for which the Library cannot be responsible. The Library cannot be responsible for personal articles belonging to those in attendance.

The Library assumes no responsibility or liability for accidents, injury, or loss of individual property in the Sarah Hull Hallock Free Public Library.

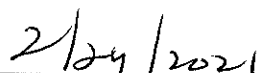
Meetings and Programs of or for Children by Community Groups

All meetings and programs of or for groups comprised primarily of people under the age of eighteen (18) require the presence of a responsible adult at all times.

Parents of young children (seven years old or younger) are encouraged to attend any meeting or program at which their child is present and at a minimum, must remain in the Library building for the duration of the meeting or program and retrieve their child immediately at the conclusion of the meeting or program. The provision also applies to any adult who may bring the children of friends or relatives, etc., to a meeting or program sponsored by a Community Group. Children under seven years of age may not be left anywhere in the Library unsupervised by a responsible adult.



Rosemary Wein
President, Board of Trustees



Date